

6.8 TRAINING

6.8.2 TRAINING – MANDATORY & REQUIRED

The Department shall ensure the scheduling of all personnel in mandatory and required training. The Department shall fulfill the requirements of state law, municipal ordinance, and Department training policy, including, but not limited to California Penal Code Section 13518 which requires that all sworn personnel receive retraining in Cardio-Pulmonary Resuscitation and First Aid every three years. Additionally, supplemental training on Domestic Violence must be provided not later than January 1, 1989, to sworn personnel. Excluded from this requirement are officers whose duties are primarily clerical or administrative, a minimum of 90% of the time.

Police Officers, Corporal and Sergeants shall receive a minimum of 24 hours of in-service training every two years. Peace Officer Standards and Training (POST) mandates that Sergeants have 80 hours of supervisory course training and Lieutenants have 80 hours of management training. Every effort will be made to ensure this training is provided immediately prior to promotion.

It shall be the responsibility of the Administrator, Personnel and the Commander, Training Division, to ensure that all mandatory training is completed within the prescribed period of time.

It shall be the responsibility of the Commander, Police Academy, to plan, implement, coordinate, and provide written documentation of all Department Training.

6.8.2(A) ATTENDANCE AT TRAINING

Attendance at training is a duty assignment. An employee's conduct can bring credit or discredit to the employee and the Department. Personnel attending training, on- or off-site, will adhere to the following.

PROCEDURES

General Behavior

Prohibited Conduct

- Making obscene, racial, sexual, or insubordinate comments.
- Smoking or use of smokeless tobacco products in classrooms or office areas at training locations
- Reading of non-course-related materials during training.
- Placing of feet on furniture.

Punctuality & Attendance

- Be at the training location and in class at the appointed time.
- Limit breaks and lunch to the prescribed time
- Obtain prior permission from the sergeant or supervisor coordinating the training to be absent for any reason. The training sergeant or supervisor will determine if the absent student needs to repeat the entire training or the training module
- Any unexcused absence will be explained by the absent employee in a memorandum written to the Academy Lieutenant, with a copy to the employee's Division Commander or Administrator
- Doctors' appointments are not to be scheduled during training, if avoidable

Participation

- Bring writing materials and requested equipment.
- Participate in assignments as requested, including homework assignments.
- Complete evaluations and tests.

Dress Attire & Grooming

- Comply with the stated/provided dress code appropriate to the specified training. If not specified, dress in a manner that presents a professional image.
- No tank tops, T-shirts with inappropriate logos or images, shorts, sandals, bare feet, or other inappropriate attire.
- Grooming standards will be consistent with those required by the Bureau or Division to which the employee is assigned.
- Personnel who report to training inappropriately attired or groomed will be ordered to go home and make a suitable change. Any time incurred as absent from training for this purpose will not be reflected as "scheduled hours" on the "Employee Time Record"

6.8.3 TRAINING – EXECUTIVE LEVEL SELECTION PROCESS

Program Description

- Executive Training is limited to Command Officers and Civilian Managers
- The schools and institutions at which Executive Training takes place have their own selection process which is separate and distinct from the process used by sponsoring agencies

Examples of Executive Training includes, but is not limited to, the following:

- FBI National Academy
- FBI National Executive Institute
- POST Command College

The Police Department conducts an in house selection process to identify and present the best candidate(s) for the desired executive training.

The selection criteria will vary according to the school or institution to which the candidate applies, however, the process of selection for each candidate within the Police Department will be the same.

Selection Criteria

The Department will encourage Command Officers and Civilian Managers to participate in the Executive Training Selection Program. The Program is voluntary in nature.

Rank Consideration

- Sworn Command Officers (Chief of Police, Deputy Chief, Commander and Lieutenant)
- Level II Civilian Managers and above (Department Psychologist; Administrator, Information Technology; and Administrator, Food Services)

Educational Background

For the purpose of this program, it is recommended that all candidates possess a minimum of an Associate of Arts degree, or have completed 60 semester units of college credits.

Process of Selection

All Command Officers and Level II Civilian Managers and above will be made aware of pending Executive Training in a timely manner through the Academy/Training Section.

Interested candidates who wish to participate in the selection process will indicate the desired school that he/she wishes to attend by filing a memorandum to his/her respective Bureau Chief. The Bureau Chief shall forward all such requests to the Standing Selection Panel, accompanied by the following:

- The employee will submit a current resume.

Funding

The funding for attendance of Executive Training Courses will be budgeted as a single, executive training item. No additional funding source, with the exception of scholarships and fully paid training items, will be available

Employee/Department Responsibilities

Employee

Employees selected to attend Executive Training will agree to utilize his/her maximum potential in completing necessary course work recognizing that the Long Beach Police

Department is being represented through their attendance and only an image of excellence is acceptable.

Department

The Academy/Training Section will locate, maintain and disseminate a current list of all available Executive Training.

6.8.4 DIVISIONAL TRAINING OFFICER

Each Division Commander shall appoint one Sergeant in his/her Division to the position of Divisional Training Sergeant. It shall be the responsibility of the appointed Training Sergeant to identify any need for specialized, in-service training within his/her Division, and to work with the Academy's In-Service Training Coordinator to fill this requirement.

The Divisional Training Sergeant shall also be responsible for the following:

- Coordinating and attempting to fill requests for training which originates within the Division
- Projecting the overall training requirements for employees in the Division
- Assisting the Academy in scheduling employees of the Division-level with the assistance of the Academy
- Working with the Academy's In-Service Training Coordinator to maintain an up to date file of available programs of interest to Division personnel
- Keeping Division personnel informed of available training opportunities, encouraging members of the Division to avail themselves of these opportunities, and working with the Division Commander to schedule personnel for training as practicable
- Instructing personnel on the appropriate filing of reimbursement